

Committee Member Requirements and Provisions

The Office of Assessment is seeking applicants to provide input during the item development and the scoring phases of the South Carolina alternate assessment programs. Teachers, parents, and administrators are needed to pilot and field test items and serve on rangefinding committees and focus groups. Submitted applications will be placed on file, and prior to each committee meeting or activity an invitation list will be generated from the applicants.

Committee members will be selected based on the submission of a completed application that communicates one or more of the following qualifications:

- expertise and recent experience in a specific content area or special education area;
- expertise and recent experience in conducting alternate assessments or experience as a parent of a child who has participated in alternate assessment;
- comprehensive knowledge of the South Carolina Curriculum Standards and how they should be applied in teaching students or supervising professional staff; and
- varied experiences in working with students who have different learning styles, abilities, and aptitudes.

Applicants are expected to

1. apply for committee membership by completing and submitting the application;
2. provide contact information for two references;
3. obtain approval from the district superintendent to serve on the committee (school personnel);
4. update contact information as needed throughout the year; and
5. read the [Security Agreement](#).

Committee members are expected to

1. follow procedures and guidelines outlined by meeting facilitator(s);
2. contribute to group discussions;
3. maintain a broad-based perspective throughout the review process with regard to all students in the state;
4. update contact information as needed throughout the year; and
5. adhere to all test security regulations.

All persons agreeing to serve as members of a South Carolina Office of Assessment Committee must do so with full knowledge that the security and confidentiality of testing materials may in no way be breached. In order to participate, each committee member must agree to and sign a non-disclosure statement on the first day of attendance at a committee meeting or other activity.

For some committees or tasks, committee members who are not under contract by a district may be provided a stipend. All travel costs will be reimbursed in accordance with state travel regulations. If a classroom teacher's attendance at a committee meeting requires a substitute teacher, the testing contractor will reimburse the district.

All applicants will not necessarily be selected.